



North Carolina Department of Health and Human Services Office of the Controller

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Dempsey Benton, Secretary

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December 7, 2007

MEMORANDUM

TO: County Managers
Local Department of Social Services Directors
Local Management Entity, Area Authority and County Program Directors
Local Health Department Directors
District Health Department Directors
Councils of Government Executive Directors

FROM: Laketha M. Miller

SUBJECT: DHHS Records Retention and Disposition Schedule for Grants

Semiannually, the North Carolina Department of Health and Human Services Controller's Office issues the DHHS Records Retention and Disposition Schedule for Grants, which provides **by funding source and State fiscal year** the earliest date that records for the funding source may be destroyed. This retention schedule is governed by Federal regulations found at 7 CFR 3016.42, 7 CFR 3019.53, 45 CFR 74.53 and 45 CFR 92.42 and State regulations found at 09 NCAC 03M .0703 (4). All financial and programmatic records, supporting documents, statistical records, and all other records pertinent to a Federal award must be retained in accordance with this schedule. All State and local government agencies, nongovernmental entities and their subrecipients, including applicable vendors, that administer programs funded by Federal sources passed through the North Carolina Department of Health and Human Services and its divisions and offices ("DHHS") are expected to maintain compliance with both the DHHS Records Retention and Disposition Schedule for Grants and any agency-specific programmatic record retention requirements.

The November 2007 DHHS Records Retention and Disposition Schedule for Grants, which supersedes previously approved applicable schedules, is posted to the Internet.

Please notify all employees and all contractors who are or will be involved in the records retention and disposition process that the updated Memorandum and Schedule have been posted along with the related Background pages.

This memorandum, the referenced schedule and background for records retention are available on the DHHS Office of the Controller's website and can be accessed at the following Internet address: <http://www.ncdhhs.gov/control/>. At this web address, page down and select the 6th, 7th and 8th bullets under "Letters/reports/forms for ALL Agencies".

DHHS Records Retention and Disposition Schedule for Grants

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If you have questions relating to the above, please contact either Don McLamb at (919) 855-3740 or by e-mail at Don.McLamb@ncmail.net, or Anna Wasdell at (919) 855-3738 or by e-mail at Anna.Wasdell@ncmail.net. Thank you in advance for your continued cooperation and assistance.

LMM/AJW/dmcl

cc:	Secretary Dempsey Benton	LME and Area Program Finance Officers
	Executive Committee	Councils of Government Finance Officers
	Division Directors	District Health Department Finance Officers
	Division Budget Officers	Regional Accountants
	Division Records Officers	DHHS Controller's Office Section Chiefs
	County Finance Officers	Ed Southern, Dept. of Cultural Resources

Filename: "Records-Retention-Memorandum-November-2007.doc"